



## Certificate IV in TESOL Saigon, Vietnam

Teaching English to Speakers of Other Languages  
(Course Number: 30737QLD)

### Application Form Guidelines

The following items must be submitted with all applications.  
All questions on the application must be completed.  
If a question does not apply to you, indicate not applicable (N/A) in the space provided.  
Husbands and wives must complete separate application forms.

#### Application form

The following application form is used when applying for the Certificate IV in Teaching English to Speakers of Other Languages (TESOL) course run by Sea English Academy. Please complete all sections of the form. Application form, reference and full fees and must be received no later than 30 days prior to the departure date.

#### Registration Fee

A deposit of \$1700 must be enclosed with the application. \$500 of the deposit is non-refundable.

#### Confidential Reference

A confidential reference form must be presented to your employer, teacher, or friend and mailed directly to the TESOL course registrar at Sea English Academy.

#### Release of Liability, Financial Responsibility Forms and Declaration

The Release of Liability and Financial Responsibility forms must be signed before your application can be processed.

#### Medical Requirements

In order to best serve you, we ask you to complete the medical information section of this form.

#### Visa Requirements

Included in this application is an application for a tourist visa for Vietnam. If you have any queries regarding visas please contact the course registrar prior to completing your application. In the event that an applicant is unable to obtain a visa, a refund of any course fees, less \$500, will be made by Sea English Academy. **Two passport photos and your passport must be sent with your application form.**

#### Correspondence

Completed forms and passport must be mailed to:  
Sea English Academy  
P.O. Box 471, Maroochydore, Queensland 4558, Australia  
Email: [info@seaenglishacademy.com](mailto:info@seaenglishacademy.com)



### Finances

Have you enclosed your \$1700.00 registration fee?  Yes  No

Do you have your complete fees?  Yes  No

If no, how much do you presently have? \_\_\_\_\_

How do you intend to pay the balance of your course fees? \_\_\_\_\_

Methods of Payments available for Tour Fees:

- Cheque, Cash, Money Order, Direct Transfer
- Credit Card (a 3.5% surcharge applies if credit card is the chosen option)

**Cheques and money orders** to be paid to: Sea English Academy

**Credit Card:** Payable by phone, fax or email or in person

**Direct transfers** for Sea English Academy to be paid to:

Account Name: **Sea English Academy**

Bank: **ANZ (135 Horton Parade, Maroochydore QLD 4556, Australia)**

BSB Number: **014-650**

Account Number: **48-371-8622**

Swift Code: **ANZBAU3M**

### Financial Policy

Schedule of fees

Cost for the Study Tour is per person is as follows (all prices in Australian dollars)

Registration fee:	\$1,700.00 (includes a non-refundable element of \$500)
Balance of fees:	\$5,100.00
Total fees:	\$6,800.00 per person

- \$500 Application fee is non-refundable under any circumstances.
- The \$1700 application fee must be sent with your application.
- The balance of the fees must be paid 30 days prior to departure.
- In the event of a student withdrawing from the study tour any time during the event, no refund will be given.
- If Sea English Academy is unable to provide the study tour, i.e., provider default. This situation is covered by the provision of the ESOS Act 2000 and the ESOL regulations 2001. In the case of provider default, the refund will be made within two (2) weeks from the date of notice of Sea English Academy. (ESOS Act 2000, subsection 27(1)). The application fee will be refunded or transferred to another Sea English Academy TESOL course upon the applicant's request.
- All cancellations of enrolment as a result of failure to obtain a visa will be refunded less \$500.
- Refunds will be paid directly to the person who has entered in the contract unless the person directs Sea English Academy to pay the refund to someone else.
- To receive a refund, a student must apply in writing to the Director.
- Refunds will be paid within four (4) weeks.
- Refunds will be paid in Australian currency, which is the same currency in which all fees are to be paid.

This agreement does not remove the right to take further action under Australia's Consumer Protection Laws. Sea English Academy's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies (National Code Sections 43-44 and ESOS Act 2000 – Sections 27-32).



### Appeals and Grievances Policy

If you are dissatisfied with any aspect of Sea English Academy, please talk to a staff member. You will then be referred to the appropriate person in the organization in an attempt to resolve your problem or grievance to the satisfaction of both parties: you and Sea English Academy.

If you are unhappy with the outcome of your discussions with Sea English Academy International staff, you can:

2. Ask for an independent mediator to help you resolve your problem. (Sea English Academy will refer you to a professional mediator or you can nominate a person.)
2. Make a complaint to the chief executive of Education Queensland. (The chief executive has the authority to suspend or cancel the registration of Sea English Academy or any Sea English Academy courses.)

Please note, by choosing to use the services of an independent mediator and/or make a formal complaint to the chief executive, you are not excluded from pursuing other legal remedies.

Please refer to the Student Grievance Resolution Procedure in the Student Handbook for further information.

Please ensure that all aspects of the Financial Policy and Appeals and Grievances Policy for the TESOL course are understood prior to application. For further enquiries, or considerations, please contact the TESOL Registrar at the above address.

### Application Check List

- Yes Completed Application Form
- Yes Completed Reference Form
- Yes \$1700.00 registration fee enclosed
- Yes Two passport photos enclosed
- Yes Passport enclosed
- Yes Signed Declaration



## Certificate IV in TESOL

### Saigon, Vietnam

Teaching English to Speakers of Other Languages (Course Number: 30737QLD)

## Application Form

- Tour Dates:**
1. 21 November to 19 December 2009
  2. 27 February to 27 March 2010
  3. 3 to 31 July 2010
  4. 20 November - 18 December 2010

### General Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Are you a Native speaker of English?  Yes  No If no, IELTS or TOEFL score? \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of birth: day: \_\_\_\_\_ month: \_\_\_\_\_ year: \_\_\_\_\_ Gender:  male  female

**Emergency Contact:** \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Medical Information:

Do you have a medical condition or any special needs? (E.g. allergies etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Additional Questions

On a separate piece of paper please answer the following questions:

1. Describe your reasons for doing the TESOL course.
2. List your academic qualifications.
3. Current and previous employment.
4. Details of any previous experience teaching English as a second language.

### Accommodation Information

Twin Share  Preferred Room mate: \_\_\_\_\_

### Release of Liability

I do hereby release Sea English Academy, its agents, employees, and volunteer assistants, from any liability whatsoever arising out of any injury, damage or loss which may be sustained by myself or other persons during the course requirements with Sea English Academy.

### Acknowledgement of Financial Responsibility

I confirm that I understand payment of the required course fee must be made prior to course commencement, unless otherwise arranged with the Directors of Sea English Academy. I also confirm that I am fully aware of my financial obligations for payment of all course fees and personal expenses incurred during my involvement with Sea English Academy.

### Guidelines, Policies and Procedures

I confirm that I have read and understood the Guidelines, Policies and Procedures as set out in the Student Handbook.

### Declaration

I declare that all the information contained herein is true, correct and complete.

I have read the Financial Policy and the Appeals and Grievances Statement and agree with them.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_



## Certificate IV in TESOL Saigon, Vietnam

Teaching English to Speakers of Other Languages (Course Number: 30737QLD)

### Confidential Reference Form

(Name of applicant) \_\_\_\_\_ has applied to attend the Certificate IV in Teaching English to Speakers of Other Languages course being held by Sea English Academy in Saigon, Vietnam. This is an intensive course designed to equip and train people to teach English to speakers of other languages.

We value your feedback and consideration of the applicant's suitability for such a course. Please provide a brief comment on each of the following questions and return the form directly to Sea English Academy.

What is your relationship to the applicant?

Employer  Pastor  Friend  Teacher  Other: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

On a scale of 1 to 10 (one being the lowest), how well do you feel you know the applicant?

1    2    3    4    5    6    7    8    9    10

Do you feel that having a TESOL qualification will help the applicant in their long term employment and career goals?

Yes  No

Is there anything that would hinder the applicant from completing an intensive course?

Yes  No

If yes, please comment on a separate sheet.



On a scale of 1 to 10 (one being the lowest), please rate the applicant in the following areas.

	1	2	3	4	5	6	7	8	9	10
Diligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude to other cultures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond well to authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Thank you for your time in completing this reference. Please return to:  
The Registrar Sea English Academy  
info@seaenglishacademy.com  
PO Box 471, Maroochydore Qld 4558 Australia